



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *F.C.*
Bureau of Communications and Computer Services

DATE: June 13, 2001

SUBJECT: Issuance of State of Illinois Telephone Directory

The timeline for printing a new State of Illinois Telephone Directory was outlined in the May 2, 2001 memorandum to all Telecommunications Coordinators. In keeping with that schedule, CMS is forwarding a second set of departmental and alphabetical proofs for your review. Proof production was delayed one week in order to allow Coordinators who attended the June 1, 2001 training to complete their changes.

It is important that all agencies review the accuracy of each alphabetical entry in addition to the departmental listings. The departmental listings should also be examined to determine if they are in correct alphabetical order. If a phone listing is changed in the alphabetical listing, you must also update the corresponding departmental listing, if applicable.

Making timely departmental and alphabetical changes in MONIES ---- and continuing to update MONIES as personnel changes occur ---- is of even greater importance now that this data base is used by the Governor's Illinois Technology Office for posting directory information on the state's home page (www.state.il.us). This web site continues to receive an increasing number of hits per month (currently at over 800,000).

All agencies with access to MONIES (Management of Network Income Expense Services) must complete departmental and alphabetical additions, changes, or deletions by June 27, 2001.

Agencies without MONIES access must submit corrected proofs to the Division of Telecommunication by June 20, 2001. All corrections and revisions should be clearly printed in ink. Agency personnel responsible for review of proofs and notating the appropriate corrections and revisions should sign and date the first page of the proof submission. Because some agencies have returned multiple copies of the proofs that did not identify the same requested changes, the coordinators should collect all corrections and provide a single proof to CMS. Faxed responses requesting additions, corrections, and deletions will not be accepted.

A third set of departmental and alpha proofs will be sent to all agencies in early July. In addition, each agency will have the opportunity to proof the TDD, TTY, and Services for Persons with Disabilities listings from the preliminary pages and inside covers of the directory. Prior to the print deadline, a final proof will be submitted for agency approval and authorization as each agency is solely responsible for the accuracy of its own directory listings.